



Park City Municipal Corporation  
PO Box 1480 Park City, Utah 84060

APPLICATION FOR  
EMPLOYMENT

Date Received: \_\_\_\_\_

# INTEGRITY Communication

# ACCOUNTABILITY

RESPECT  
HUMOR engagement

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital status, sexual orientation, disability, or any other legally protected status. The City provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans With Disabilities Act. For accommodation information, or if you need special accommodations to complete the application process, please contact the Human Resources Department at 435-615-5246. Nothing in this section on Equal Employment Opportunity, or any policies or procedures adopted by the City relating to discrimination or harassment, is intended to create any right or obligation, whether contractual or otherwise, beyond that imposed by applicable state or federal law.

 **PLEASE WRITE LEGIBLY** 

Position(s) Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

How did you hear about us?  Advertisement  Friend  Website  Other \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Home/Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
AREA CODE AREA CODE

Email: \_\_\_\_\_ @ \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

Have you worked with us before?  Yes  No If yes, what year did you leave? \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Can you legally work in the US?  Yes  No

When would you be available to start if hired? \_\_\_\_\_

Lowest pay you will accept: \$ \_\_\_\_\_ per \_\_\_\_\_

List the names of any relatives who are currently employed with us: \_\_\_\_\_

Do you have a driver's license? \_\_\_\_\_

Are you a veteran? \_\_\_\_\_

Please tell us why you want to work for the City: \_\_\_\_\_



Humor *Communication*  
*Respect & Integrity*  
**ACCOUNTABILITY** ENGAGEMENT

**EMPLOYMENT EXPERIENCE**

Please start with your current or last job.  
 You may include military service assignments and volunteer activities.

Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone ( )	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone ( )	Dates Employed		Work Performed
		Starting	Final	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

COMMUNICATION  
**Respect**



ENGAGEMENT  
accountability  
*Integrity*  
*humor*

 **SKILLS & QUALIFICATIONS** 

Please continue on a separate sheet of paper as needed.

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 **ANSWER QUESTIONS IN THIS SECTION ONLY IF  
APPLYING FOR SAFETY SENSITIVE POSITIONS  
(BUS DRIVER, BUS MECHANIC)** 

Date of Birth: \_\_\_\_\_ The U.S. Department of Transportation requires that driver  
MONTH/DAY/YEAR applicants state their date of birth, FMCSR Part 391.21 (b) (2).

Social Security #: \_\_\_\_\_ Required by FMCSR Part 391.21 (b) (2).

**The following information is required by FMCSR Part 391.21 (21) (2):**

List license number, state and expiration date of all unexpired CDL licenses:

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List all residences you have had for the last 3 years:

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List all accidents you have had for the last 3 years, include date, nature of accident and fatalities:

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List all traffic violations you have had for the last 3 years:

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List the type of equipment operated and dates of experience:

EQUIPMENT:

DATES:

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**ANSWER QUESTIONS IN THIS SECTION ONLY IF  
APPLYING FOR SAFETY SENSITIVE POSITIONS  
(BUS DRIVER, BUS MECHANIC)**

List your employment history for the last 10 years. List most recent employment history first, if you need additional space, please continue on a separate sheet of paper.

<i>EMPLOYER NAME</i>	<i>EMPLOYER ADDRESS</i>	<i>PHONE NUMBER</i>	<i>SUPERVISOR'S NAME</i>
<i>POSITION HELD</i>	<i>JOB DUTIES</i>	<i>SALARY</i>	<i>REASON FOR LEAVING</i>
Was this employment covered under FMCSR & DOT Drug & Alcohol testing? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>EMPLOYER NAME</i>	<i>EMPLOYER ADDRESS</i>	<i>PHONE NUMBER</i>	<i>SUPERVISOR'S NAME</i>
<i>POSITION HELD</i>	<i>JOB DUTIES</i>	<i>SALARY</i>	<i>REASON FOR LEAVING</i>
Was this employment covered under FMCSR & DOT Drug & Alcohol testing? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>EMPLOYER NAME</i>	<i>EMPLOYER ADDRESS</i>	<i>PHONE NUMBER</i>	<i>SUPERVISOR'S NAME</i>
<i>POSITION HELD</i>	<i>JOB DUTIES</i>	<i>SALARY</i>	<i>REASON FOR LEAVING</i>
Was this employment covered under FMCSR & DOT Drug & Alcohol testing? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**EDUCATION**

School	Name and Address	Did you graduate?	Degree Earned

COMMUNICATION **Respect & Integrity**  
**Accountability** **ENGAGEMENT** **Humor**

**PROFESSIONAL REFERENCES**

People you have known at least one year. No relatives please.

Name	Relationship	Telephone Number
1		Daytime ( ) Evening ( )
2		Daytime ( ) Evening ( )
3		Daytime ( ) Evening ( )

*Applications are maintained in the City's Human Resources office. Applicant information is available only to those involved in recruitment and hiring managers. All records containing data on non-hired applicants are destroyed 2 years from the close date of each recruitment, per the City's retention schedule.*

**PARK CITY ETHICS**

The Municipal Officers' and Employees' Ethics Act and Title 3 of the Municipal code of Park City set standards of conduct for municipal officers and employees and require these persons to disclose actual or potential conflict between their public duties and their personal interests.

**The following activities are prohibited:**

- ★ Improperly disclosing or using private, controlled, or protected information to further the employee's personal economic interest or secure special privileges.
- ★ Using one's position to further a personal economic interest or secure privileges for oneself or for another.
- ★ Accepting employment which is incompatible with proper discharge of duties or would impair independence of judgment or ethical performance of City responsibilities.
- ★ Accepting or soliciting a gift, compensation, or loan not allowed by State code or City policy.
- ★ Requiring a donation, payment, or service in exchange for approval of a permit, or other authorization except as outlined by State code.

*Employees must immediately disclose substantial interest in a business regulated by Park City Municipal. If an employee is also an officer, director, agent, employee, or the owner of a substantial interest in a business entity regulated by Park City Municipal Corporation the employee must disclose the information according to State law.*

*Employees of Park City Municipal are expected to maintain the highest ethical and professional standards while performing the work of the City. Employees must disclose any other personal interests or investments that create a conflict of interest between the employee's public duties and personal interests.*

*Provisions of Utah Code 10-3-1301-MLPC Title 3 Ethics apply to all City employees. Penalties for violation of this ethics code may include dismissal from employment and criminal and civil penalties.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Printed Full Name: \_\_\_\_\_

